

APPLICATION FOR ENROLMENT
Diocese of Wilcannia Forbes Systemic Schools



CATHOLIC EDUCATION
 WILCANNIA-FORBES

Office use only

Date Entered into Compass

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

School Name:

Town:

FAMILY MAILING DETAILS

School mail to be sent to:

Name:

Address:

Town and Postcode:

Email (required for Compass Parent Portal):

BASIC DETAILS

STUDENT DETAILS

First Name:

Middle Name:

Surname:

Preferred Name:

Preferred Last Name:

Former Name:

Former Last Name:

Date of Birth:

Gender:

HOME ADDRESS OF STUDENT

A street name **MUST** be supplied. A PO Box, Property Name or Farm No. only is **NOT** acceptable under Government Requirements.

No. and Street Name:

Suburb:

Postcode:

Emergency GEOCoding:

DEMOGRAPHICS

RESIDENCY

Town of Birth:

Country of Birth:

Nationality:

Residency Status:
 Permanent, Temporary, Citizen

Visa Subclass:

Visa Expiry:

Passport Number:

Date of Arrival (Australia):

Refugee Status:
 None, Pending, Confirmed

OSHC Membership Number:

OSHC Expiry Date:

RELIGION		
Religion:	Parish:	
Religious Milestones:	Location	Date
Sacrament of Baptism:		
Sacrament of Reconciliation:		
Sacrament of the Eucharist:		
Sacrament of Confirmation:		

ADDITIONAL DETAILS	
Languages Spoken at Home:	Main Language Spoken at Home:
Indigenous Status:	
Neither Aboriginal or Torres Strait Islander	
Aboriginal but not Torres Strait Islander Origin	
Torres Strait Islander but not Aboriginal Origin	
Both Aboriginal and Torres Strait Islander Origin	
Not stated/ do not wish to provide	

STUDENT

Commencement Year	Start Date	Year Child will Enter on Enrolment
Previous School	Year Level	
I / We give permission for school to contact previous school or pre-school Yes <input type="checkbox"/> No <input type="checkbox"/>		
Living Arrangements		
Home with Parent/s		
Home with One Parent		
State Arrangement Accommodation		

KINDERGARTEN			
In the year before school, has the child been in non-parental care on a regular basis and/or attended any other educational programs?			
Preschool	Postcode	Long Day Care	Postcode
Family Day Care	Postcode	Day Care (with a preschool program)	Postcode
Grandparent	Postcode	Other relative	Postcode
Other Person (includes nanny, friend or neighbour)			Postcode
Please indicate the amount of formal care (long day care, preschool) each week prior to enrolling at school Full time <input type="checkbox"/> Part time <input type="checkbox"/>			

LEARNING NEEDS

STUDENT HISTORY - *Government Requirement*

To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this school? **Yes** **No**
 If yes please provide a brief description:

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues:

Please tick the appropriate box for each question below	YES	NO
Does your child have any history of violent behaviour?		
Does your child have any history of behavioural problems (including verbal bullying)?		
Has your child ever been suspended or expelled from any previous school?		
If yes, was this for any of the reasons listed below? Actual violence to any person?		
Possession of a weapon or any items used to cause an injury?		
Intimidation, bullying or harassment of students or staff at a school?		
Threats of violence?		
Illegal drugs?		
Other (please specify)		
I / We will provide written consent to the school on request to contact health professionals or other relevant agencies.		

COURT ORDERS (if applicable)

Are there any current court orders relating to the student?	YES	NO
If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrate Court orders or other relevant court orders must be provided. Is there other information you wish the school to be aware of?		

SPECIAL CIRCUMSTANCES

Are there any circumstances about the student seeking to be enrolled that the school should know prior to the enrolment? (e.g. mature age, living apart from parental supervision, subject of a court order, out of home care arranged by the state)	YES	NO
If yes, please provide of brief description of the circumstances		

ADDITIONAL NEEDS *Government Requirement*

Please indicate by a tick if your child has any of the following:

autism		behaviour disorders		a physical disability	
an intellectual disability		a hearing impairment		giftedness	
a language disorder		a vision impairment		difficulties in the basic areas of learning	
mental health issues		ADD / ADHD		occupational therapy	

Other (please specify) include any Early Intervention Services			
Please tick any accommodations and/or learning adjustments that were provided for your child in his/her previous school/pre-school?			
alternative teaching and learning strategies	<input type="checkbox"/>	a reader or scribe	personal carer support
signing	<input type="checkbox"/>	access to technology	braille
modifications to equipment, furniture and learning spaces	<input type="checkbox"/>	Other (please specify):	

<p>ACCEPTABLE BEHAVIOUR REQUIREMENTS OF STUDENTS</p> <ul style="list-style-type: none"> • Treat everyone fairly and with respect • Participate to the best of their ability in all school activities • Look after their own and others' property • Be courteous, well-mannered and well behaved • Take responsibility for their words and actions and accept the consequences • Use technology responsibly • Take a restorative practice approach to repairing relationships
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MEDICAL *Government requirement*

Doctor's Name:		
Address:		Phone:
Date of last tetanus injection/booster:		
Medical Conditions: Please specify any medical conditions the student suffers from, eg asthma, diabetes and/or any prescribed medication taken by the student.		
Allergies: Please list any known allergies the student has, eg allergy to nuts, penicillin, bee stings including specific details:		
Has the student been diagnosed as being at risk of anaphylaxis?	Yes	No
If yes, does the student have an EpiPen? *Please supply copies of your child's Anaphylaxis/Asthma Plan if applicable.	Yes	No

Immunisation:			
Please tick applicable box	YES	NO	Date of Immunisation
Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>	
Diphtheria-Tetanus-Whooping Cough	<input type="checkbox"/>	<input type="checkbox"/>	
Haemophilus Influenzae type b (Hib)	<input type="checkbox"/>	<input type="checkbox"/>	
Polio	<input type="checkbox"/>	<input type="checkbox"/>	
Pneumococcal disease	<input type="checkbox"/>	<input type="checkbox"/>	
Rotavirus	<input type="checkbox"/>	<input type="checkbox"/>	
Measles-Mumps-Rubella	<input type="checkbox"/>	<input type="checkbox"/>	
Meningococcal C disease	<input type="checkbox"/>	<input type="checkbox"/>	
Chickenpox	<input type="checkbox"/>	<input type="checkbox"/>	
Human Papillomavirus (HPV) (12-18 years)	<input type="checkbox"/>	<input type="checkbox"/>	

FAMILY/CONTACTS

SIBLINGS ATTENDING A SCHOOL/ PRE-SCHOOL			
List all children in your family attending school or preschool (from oldest to youngest) – include applicant.			
Name	Date of Birth (in current calendar year)	School / Pre-school	Grade

FAMILY

BILLING	
Leave address blank if same as student home address	
Payment schedules: Weekly, Fortnightly, Monthly, Termly, Annual (upfront) - please circle Preferred payment method: BPay, Credit Card, Centrepay - please circle	
School accounts to be sent to:	This section only to be completed if a split bill is required:
Name:	Name:
Address:	Address:
Town: Postcode:	Town: Postcode:
Email:	Email:

PARENT / GUARDIAN 1 DETAILS		
Title:	First Name:	Middle Name:
Surname:	Preferred Name:	Preferred Last Name:
Former Name:	Former Last Name:	
Date of Birth:	Gender:	
CONTACT INFORMATION		
Home:	Business:	Mobile:
Email:	Address:	
Occupation:		
Government Requirement:	What is the occupation group? (Select from list of parental occupation groups)	
Religion:	Nationality:	Country of Birth:
Government Requirement:	What is the highest year of primary or secondary school the mother/guardian has completed: (for persons who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	Year 10 or equivalent	Year 11 or equivalent

Year 12 or equivalent		
Government Requirement:	What is the level of the highest qualification the mother/guardian has completed: (mark one box only)	
No non-school qualification	Certificate I to IV (including trade certificate)	Advanced diploma/Diploma
Bachelor degree or above		

PARENT / GUARDIAN 2 DETAILS		
Title:	First Name:	Middle Name:
Surname:	Preferred Name:	Preferred Last Name:
Former Name:	Former Last Name:	
Date of Birth:	Gender:	
CONTACT INFORMATION		
Home:	Business:	Mobile:
Email:	Address:	
Occupation:		
Government Requirement:	What is the occupation group? (Select from list of parental occupation groups)	
Religion:	Nationality:	Country of Birth:
Government Requirement:	What is the highest year of primary or secondary school the mother/guardian has completed: (for persons who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	Year 10 or equivalent	Year 11 or equivalent
Year 12 or equivalent		
Government Requirement:	What is the level of the highest qualification the mother/guardian has completed: (mark one box only)	
No non-school qualification	Certificate I to IV (including trade certificate)	Advanced diploma/Diploma
Bachelor degree or above		

EMERGENCY CONTACT INFORMATION OTHER THAN PARENT/ GUARDIAN (to be used in the event of an emergency if parents cannot be contacted, e.g. grandparent or friend)	
Contact 1	Contact 2
Name:	Name:
Gender:	Gender:
Date of Birth:	Date of Birth:
Relationship to student:	Relationship to student:
Language Spoken at home:	Language Spoken at home:
Phone: Mobile:	Phone: Mobile:

PARENT OCCUPATION GROUPS

<p>Group 4</p> <p>Machine operators, hospitality staff, assistants, labourers and related workers</p>	<p>Drivers, mobile plant, production/processing machinery and other machinery operators</p> <p>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p>Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]</p>	<p>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p>Labourers and related workers</p> <p>Defence Force ranks below senior NCO not included below</p> <p>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>
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<p>Group 3</p> <p>Tradesmen/women, clerks and skilled office, sales and service staff</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group</p> <p>Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/ claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport /shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]</p>	<p>Skilled office, sales and service staff</p> <p>Office [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p>Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]</p> <p>Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>
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<p>Group 2</p> <p>Other business managers, arts/media/sport persons and associate professionals</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</p> <p>Specialist manager [finance/engineering/ production/personnel/industrial relations /sales/marketing]</p> <p>Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proofreader, sportsman/woman, coach, trainers, sports official]</p>	<p>Associate professionals generally have diploma/technical qualifications and support managers and professionals</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/ associate professional</p> <p>Business/administration [recruitment/ employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p>Defence Forces senior Non-Commissioned Officer</p>
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<p>Group 1</p> <p>Senior management in large business organisation, government administration and defence and qualified professionals</p>	<p>Senior executive/manager/department head in industry, commerce, media or other large organisation</p> <p>Public service manager [section head or above], regional director, health/education/ police/fire services administrator</p> <p>Defence Forces Commissioned Officer</p> <p>Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complete system; identify, treat and advise on problems; and teach others</p>	<p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p>Air/sea transport [aircraft/ship's captain/officer/ pilot, flight officer, flying instructor, air traffic controller]</p> <p>Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p>
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<p>Please note:</p>	<p>If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, please write '8' in the box.</p>
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1. The School and the Catholic Education Office (CEO) (both independently and through its Schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter/guardian and to enable them to take part in all activities.
2. Some of the information collected is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected and disclosed. These include relevant Education Acts, Crimes Act, Public Health and Child Protection* laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The school may ask you to provide medical reports about pupils from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter or they may not be able to participate in certain events.
6. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes other schools, government departments, CEO, Catholic Schools NSW, the school's local diocese and parish, schools within other dioceses, medical practitioners, people providing services to the school including specialist visiting teachers, coaches, volunteers and counsellors, financial and legal advisers of CEO and the school and anyone to whom CEO and the school are required or authorised to disclose the information to by law.
7. CEWF and the school contracts with an external service provider to provide counselling services for students. The school principal and authorised CEO staff may require the counsellor to inform them or other teachers of any issues the counsellor believes may be necessary for the school and CEO to know for the well-being or development of the student who is counselled and other students at the school.
8. The school stores personal information in our Student Information System and Finance Management System which is administered and managed by the owners of these software services. The school may also store other personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. The School, from time to time, may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation. Information may also be collected and exchanged for the purposes of the NSW Education Standards Authority (NESA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA). Information provided to the NESA and ACARA may be published in accordance with government requirements on the MySchool website.
10. Personal information collected from pupils is regularly disclosed to their parents or guardians, unless otherwise permitted under law, for example under child protection legislation or instruction by statutory authorities.
11. On occasions, information such as academic and sporting achievements, pupil activities and similar news is published in school newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters and

magazines, newspapers, social media or school apps. The school will obtain separate permission from the pupil's parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public. We may include pupils' and pupils' parents' contact details in a class list and school directory.

12. Catholic Education Wilcannia-Forbes Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.

13. Catholic Education Wilcannia-Forbes Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.

14. The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. The School will not disclose your personal information to third parties for their own marketing purposes without your consent.

15. If you provide the school with the personal information of others, such as doctors or emergency contacts, you are encouraged to inform them that you are disclosing that information to the School and that they can access that information if they wish and that the School does not usually disclose the information to third parties.

AGREEMENT

Please note: Acceptance of this application for enrolment is subject to the approval of the school's enrolment committee. Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

1. I/We agree to support all school policies in relation to program of studies, sport, pastoral care, school uniform, bullying, responsible use of technology, discipline and the general operation of the school. *(Copies of all policies are available on request).*
Yes

2. I/We have included copies of the following documents with this application for enrolment: (please tick appropriate boxes)
***Originals to be produced during the enrolment process.**
 - Birth certificate
 - Sacramental Certificates to date
 - Passport, visa, citizenship documentation (if applicable) *
 - Most recent previous school reports and external test results
 - Current Family Court Orders (if applicable) *
 - Relevant medical and/or special needs information (if applicable)
 - Immunisation Certificate
 - Reports of assessments your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable)
 - Anaphylaxis/Asthma Plan/s (if applicable)

3. If this enrolment application is successful I/we agree to honour, the financial commitments required by the school as per the Schedule of Fees and Charges. This includes levies and extra school activities charges. Failure to meet financial commitments may result in your contact details being passed to a debt collection agency.
Yes

4. I/We understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment e.g. change of address, court orders.
Yes

5. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school e.g. school liturgies, retreat programs
Yes

6. I will complete Working With Children Checks at appropriate times.
Yes

7. **Media/Communications Permission to cover all forms of media**
I/We authorise the school to take and use photographs, video or sound recordings of the student/student' work. These items may be used by the school or the Catholic Education Office, Diocese of Wilcannia-Forbes for the purposes of advertising, promotion, media publicity, publication, display, web page usage or other use deemed appropriate by the school/Catholic Education Office that portray the student in a positive light. If circumstances change, I/we undertake to inform the school if there is a need to rescind this media and communications permission.
Yes **No**

8. If, in time of emergencies, accidents or serious illness, I/we cannot be contacted I/we give permission for the Principal (or their representative) to seek medical attention for my child as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle.
Yes **No**

9. I give permission for my child to walk to functions and sporting fixtures arranged by the school during the year.
Yes **No**

10. I/We have read the Standard Collection Notice about the collection and management of the personal information contained in this form. I/We understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

Yes

11. I consent to School and CEWF staff obtaining medical and educational information from other agencies which is considered relevant to the transition and enrolment process for my child. This includes medical reports, cognitive, speech, hearing and vision assessments and any other relevant allied health or educational reports.

Yes **No**

12. I agree that any information collected about my child will be accessed and collated as confidential information and placed on file at the school and CEWF to support funding application and in school support.

Yes **No**

13. I give permission for the staff from the school and staff from CEWF to visit, observe and talk to the staff of any educational facility where my child is currently enrolled in order to assess my child's educational, social and/or medical needs.

Yes **No**

Signature: _____
Parent / Guardian 1

Signature: _____
Parent / Guardian 2

Date: _____

Date: _____



COMPLETED ENROLMENT APPLICATION AND ACCOMPANYING DOCUMENTATION

CHECKLIST OF REQUIRED STUDENT DOCUMENTS
(to be kept on student file with Application for Enrolment)

The following documents are required as part of the enrolment application.
A COPY of the original documents must be provided with this completed enrolment form.
The original documents must be sighted by the school at the enrolment interview or as arranged.

DOCUMENT NAME	To be submitted with Enrolment Application	Staff signature for documents sighted
Birth certificate if born in Australia		
Birth certificate if not born in Australia		
Citizenship Certificate		
Home address supplied (not PO Box)		
Child's passport		
Visa Grant Notice (if a Bridging Visa is given, a copy of the previous Visa held by parents and child is also required) - Visa information sent to visa@wf.catholic.edu.au		
Latest school report from the previous school		
NAPLAN results		
Baptismal Certificate		
Immunisation Certificates		
Indigenous Identifier section completed		
Parent Occupation and education/qualification section completed (Government requirement)		
Form AN1 - Additional Needs Information completed (if applicable) - (Notification to Education Officer: Diverse Learning - disability@wf.catholic.edu.au)		
Form AN2 - Additional Needs Enrolment Meeting Record completed (if applicable)		
Additional Needs and Assessments reports for speech, hearing, cognitive, occupational therapy or others (if applicable)		
Medical Action Plan e.g. Asthma, Anaphylaxis (if applicable)		
Medical Plan e.g. Mental Health Plan, Medication Plan (if applicable)		
Interstate Student Data Transfer Forms 1 & 3 complete if transferring from outside a NSW school: Form 1 - Parent/Guardian Consent & Form 3 - Interstate Student Data Transfer Note		
Family Court Orders/Parenting Agreements/AVO/DVO relevant to the student (if applicable)		
All sections of Application for Enrolment are completed		
Both parents/guardians signatures are on the enrolment form		

Principal's signature: _____ Date: _____